



भारतीय प्रबंध संस्थान बंगलूर  
INDIAN INSTITUTE OF MANAGEMENT  
BANGALORE

Ref: IIMB/HR/RECT/2024/60

Date: 19 July 2024

<b>About IIMB</b>	The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.
<b>Industry/Service</b>	Higher Education
<b>Post/Job Title</b>	Consultant – Infrastructure Development
<b>Job Type</b>	A Consultant (Full time role), the engagement would be for a period of one-year, extendable based on performance and institute's requirement.
<b>Job Purpose</b>	The incumbent needs to handle the design, construction, and commissioning of the new facilities, ensuring quality and timely completion of the projects. The incumbent is also required to supervise and guide the team members and interact with the end users for understanding their space and facility requirements.
<b>No. of positions</b>	One Position
<b>Principal Accountabilities &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• To monitor, review and approve resource requirements and track all estate project progress on a regular basis(minimum monthly) and report progress on the same to the competent authority.</li><li>• Development of competent vendor bases and carryout vendor assessment and work quality certification systems.</li><li>• To coordinate and liaise with internal and external teams and ensure progress and monitoring of work on projects across various areas of the Estate of the Institute.</li><li>• Responsible for coordination and interaction with the architects, engineers, and the vendors for ensuring quality delivery of the projects complying with the set timelines and standards. He/She should also interface with the Estate, Administration, and the finance department to ensure smooth running of the projects across the estate of the institute.</li><li>• To ensure all statutory compliances are met during the lifecycle of the project.</li><li>• Incorporating modern practices for procurement and award of works contract while ensuring that the institute procedural requirements are met.</li><li>• Development of good systems for identification, selection, monitoring and control of outsourced service providers for various requirements in the campus.</li><li>• Development and implementation of appropriate technology up gradation as and when required.</li><li>• Development of sustainable solutions for energy and water utilization on the campus.</li><li>• Development of good professional practices and systems and training the team on best practices in estate management to improve work performance and productivity.</li><li>• Prepare and report to the competent authority on a monthly/quarterly basis on status of various estate and infrastructure work activities like, Contract Status Report, Quality Audit Report, Cash Flow Chart, Manpower Status on Project Sites, project costing, maintenance schedules, Project Status Report, Progress Photographs, Safety Aspects Report etc., across all activities of the estate.</li><li>• Motivating and developing team members and helping imbibe leadership skills among them. He/She is also expected to build team capability in specific tasks to enable effective estate management and project implementation.</li><li>• Any other work assigned by the Institute related to estate management and infrastructure projects from time to time</li></ul>

<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• It will be a 6-day working and it will not be a 9 to 6 job.</li> </ul>
<b>Key Skill and Ability Requirements</b>	<ul style="list-style-type: none"> <li>• Familiar and exposure to government guidelines on Project Management of infrastructure projects.</li> <li>• Knowledge of MS Office, MSP, PERT/CPM, Project planning &amp; management, Budgeting, Cost &amp; material reconciliation, Value Engineering, Cross functional collaboration, MIS generation, technical scenario planning, Project management, Understanding of Budgeting and costing in large estate, tendering procedures, Negotiating Skills, Innovation, Creativity, Decision making, Interpersonal skills, People management, Multi-tasking, Attention to details and Networking.</li> <li>• Strong commitment to service and capacity to collaborate and communicate with diverse communities – faculty, students, non-academic staff, and outside institutions.</li> <li>• Strong communication (verbal and written), interpersonal and motivational skills and the ability to work closely with multiple external stakeholders.</li> </ul>
<b>Qualification and Personal Profile</b>	<ul style="list-style-type: none"> <li>• Candidate should have a bachelor’s degree in civil engineering.</li> <li>• Desirable: A master’s degree in civil engineering, with specialization in Structures, Construction Management, Building Technology.</li> <li>• The candidate should have had experience leading the Projects of a public sector/government institution/large organization.</li> <li>• The candidate should have a good knowledge of the application of IT based project management tools.</li> <li>• The candidate should have handled large building projects and have exposure to dispute resolving measures.</li> <li>• Should be aware of Bureau of Indian Standards and Safety Standards on works.</li> <li>• Should be fluent in English and Kannada.</li> </ul>

**Interested candidates may fill the application using the link: [here](#)**

**The closing date for applications is 3<sup>rd</sup> August 2024. Only shortlisted candidates will be intimated. It is mandatory to fill in all the fields in the application and relevant supporting documents are to be uploaded. Incomplete applications will not be considered.**